

From: DPA EIS Helpdesk
Sent: Wednesday, November 14, 2001 4:54 PM
To: ALL DPA Statewide Staff
Subject: Advance Mass Change Broadcast

**Broadcast to all DPA Staff from Systems Operations, the Food Stamp
Policy Unit
and the
Policy & Program Development Team**

This is an early reminder about the Food Stamp, Temporary Assistance, and Adult Public Assistance Mass Change jobs which will automatically increase benefits for these programs to reflect the January 2002 cost of living adjustments (COLA). Mass Change is scheduled to run on the night of November 30, 2001 for benefit month January 2002.

In preparation for Mass Change, **please do not initialize** into the benefit month January 2002 or beyond until after December 1, 2001.

- For Food Stamps and Temporary Assistance, if you initialize and authorize into the month January 2002 before December 1, you will have to re-work January benefits after the Mass Change job to insure the benefit amounts are correct.

Additional Instructions for APA Workers

- If you must go into the benefit month of January 2002 before December 1, be sure to retain the 2001 amounts on the UNIN and APAS screens. Mass Change will process the 2002 COLA and adjust the income figures and final benefit amount for you.
- Make sure the prospective UNIN and APAS screens accurately reflect the current (2001) SSA and SSI figures. **Note:** Because of SSA's mid-year COLA corrections, the correct (2001) SSA and SSI figures should be the amount the individual received for July 2001.

**DO NOT ENTER THE ANTICIPATED 2002 COLA INCREASE ON THE
UNIN and APAS SCREENS.**

- Be sure that couple cases have the spouse in the 02 position on the SEPA screen. If the spouse is in any other position on the SEPA, the case will be rejected for Mass Change without any further consideration. If the case is rejected for any reason, Systems Operations sets an alert for you on the ETAL screen after the Mass Change job runs.

Systems Operations will distribute various reports after Mass Change to assist you in identifying the Adult Public Assistance, Food Stamp, and Temporary Assistance cases that have had adjustments made. You must review the reports and cases to ensure accuracy.

Please direct Adult Public Assistance and Temporary Assistance policy questions to the Policy and Program Development Team via email to DPAPOLICY@health.state.ak.us [<mailto:DPAPOLICY@health.state.ak.us>](mailto:DPAPOLICY@health.state.ak.us). Direct Food Stamp Policy Questions to Joan Chase at Joan_Chase@health.state.ak.us [<mailto:Joan_Chase@health.state.ak.us>](mailto:Joan_Chase@health.state.ak.us). Direct EIS system questions to DPA EIS Helpdesk or EISHelpdesk@health.state.ak.us [<mailto:EISHelpdesk@health.state.ak.us>](mailto:EISHelpdesk@health.state.ak.us).